SOUTH CENTRAL REGIONAL AIRPORT AGENCY Meeting of the Board Thursday, March 7, 2024 – noon Pella Public Safety Complex at 614 Main Street, Pella, IA 50219

This meeting is available to attend in person or via phone.

To access the meeting via phone, dial 720.650.5050 and enter access code 962-389-622 # Attendees will have the ability to provide verbal comments during the call to the public To minimize disruption, please keep your devices muted until you intend to speak

Agenda

- 1. Call to Order
- 2. Call to the public (limited to 3 minutes per person)
- 3. Approval of Minutes from November 29, 2023
- 4. Approval of Resolution No. 71 Approving the Fiscal Year 2024 Budget and Authorizing Submittal to the City of Oskaloosa and the City of Pella
- 5. Staff updates:
 - a. Review of SCRAA financial statement
 - b. Project update
- 6. Discussion of next meeting date/time
- 7. Adjourn

South Central Regional Airport Agency Meeting Minutes Wednesday November 29,2023

Board members present: Pamela Blomgren, Kevin Gaul, Doug Klahsen, David Corbin, Jim Hansen.

SCRAA staff present: Mike Nardini, Pella City Administrator; Amy Beattie, SCRAA Legal Counsel; Jerry Searle, HDR Engineering; Amal Eltahir; Oskaloosa City Manager.

Meeting called to order by Chairman Hansen at 6:00 p.m. at Oskaloosa City Hall, 220 S Market Street, Oskaloosa, IA 52577.

Chairman Hansen opened the call to the public. Public comments were received by John Bandstra, Pat Sodak, Drew McGee, Steve Wanders, and Nick Ryan.

It was moved by Blomgren, seconded by Corbin, to approve the October 25,2022 minutes. Motion carried 5-0.

Staff reviewed the term expiration dates for the existing SCRAA Board members and requested the Board to notify them of any corrections.

Staff reviewed the fiscal 2023 budget which will continue to serve as the SCRAA's existing operating and capital budget until direction on the project is received from the respective cities.

It was moved by Corbin, seconded by Blomgren, to elect Jim Hansen as Chairman, and Kevin Gaul as Vice Chairman. Motion Carried 5-0.

It was moved by Corbin, seconded by Blomgren to approve Resolution No. 69 accepting farm lease with RSD Farms and entering into lease agreement with RSD Farms. Motion carried 5-0.

It was moved by Corbin, seconded by Blomgren to approve Resolution No. 70 accepting farm lease with Robert DeRooi and entering into lease agreement with Robert DeRooi. Motion carried 5-0.

Staff reviewed the fiscal years 2023 and 2024 financial statements. In addition, Jerry Searle provided a review of the HDR tasks orders, including new task orders 14-18.

The next regular meeting is scheduled for February 27, 2024.

The meeting adjourned at 6:54 p.m.

Minutes were prepared by Mike Nardini and Alex Valster

ITEM NO: 4

SUBJECT: Resolution Approving Fiscal Year 2024 Budget Submittal

DATE: March 7, 2024

BACKGROUND:

Annually, the South Central Regional Airport Agency (SCRAA) submits a proposed operating and capital budget for consideration to the City of Oskaloosa and the City of Pella. This resolution adopts the proposed budget and authorizes submittal to the respective cities. Listed below is the proposed budget which has been reviewed by staff.

Fiscal Year 2024 Proposed Budget

Operating Revenues

Farm Rental Income	<u>\$112,000</u>					
Operating Expenditures						
Insurance	\$10,000					
Audit Fees	9,000					
Legal Expenses	10,000					
Travel	500					
Training/Conferences	1,200					
Website Maintenance	500					
Property Taxes	13,000					
Miscellaneous Expense	<u>0</u>					
Total Operating Expenditures	<u>\$44,200</u>					
Net Operating Income	<u>\$67,800</u>					

Projected capital expenditures for fiscal year 2024 include \$15,000 as a contingency. If the project proceeds, the SCRAA Board will update this estimate.

The amounts above reflect expenditures only and do not show proportionate cost sharing arrangements. In addition, this information does not show possible grant funding, opportunities, or other associated revenue streams.

ATTACHMENTS:	Resolution
REPORT PREPARED BY:	Staff
RECOMMENDED ACTION:	Approve resolution

RESOLUTION NO. 71

RESOLUTION APPROVING THE FISCAL YEAR 2024 BUDGET AND AUTHORIZING SUBMITTAL TO THE CITY OF OSKALOOSA AND THE CITY OF PELLA

WHEREAS, the South Central Regional Airport Agency (SCRAA) is required to annually submit an operating and capital budget to the City of Oskaloosa and the City of Pella; and

WHEREAS, staff reviewed the proposed fiscal year 2024 budget; and

WHEREAS, the proposed fiscal year 2024 budget is as follows:

Fiscal Year 2024 Proposed Budget

Operating Revenues Farm Rental Income	<u>\$112,000</u>
Operating Expenditures	
Insurance	\$10,000
Audit Fees	9,000
Legal Expenses	10,000
Travel	500
Training/Conferences	1,200
Website Maintenance	500
Property Taxes	13,000
Miscellaneous Expense	<u>0</u>
Total Operating Expenditures	<u>\$44,200</u>
Net Operating Income	<u>\$67,800</u>

Projected capital expenditures for fiscal year 2024 include \$15,000 as a contingency. If the project proceeds, the SCRAA Board will update this estimate.

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the proposed fiscal year 2024 budget is approved, and staff is authorized to submit the proposed budget to the City of Oskaloosa and the City of Pella.

Passed and approved this 7th day of March, 2024.

Jim Hansen, Chair

ATTEST:

Mike Nardini, Coordinating Agency

ITEM NO: 5-a

SUBJECT: Review of SCRAA Financial Statement

DATE: March 7, 2024

BACKGROUND:

The purpose of this agenda item is to review the financial statement which is included as a memo attachment.

ATTACHMENTS: Financial statement

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: None

2024 SCRAA Operating - Financial Statement

		Budget		Year-to-Date		Remaining	
Operating Reven	ue						
	Farm Rental	\$	61,400	\$	73,135		(11,735)
	Pella				-		0
	Oskaloosa				-		-
Total Operating	Revenue	\$	61,400	\$	73,135	\$	(11,735)
Expense			Budget	Year to Date		Remaining	
	Audit	\$	6,000	\$	-	\$	6,000
	Insurance		9,000		-		9,000
,	Travel		1,000		-		1,000
	Website Maintenance		500		-		500
,	Training/Conferences		1,200		-		1,200
	Legal Fees		9,000		4,155		4,845
	Misc Expense		200		-		200
,	Tax Expense		12,500.00		12,316		184
Total Expense		\$	39,400	\$	16,471	\$	22,929
Net Operating In	c/(Exp)	\$	22,000	\$	56,664	\$	(34,664)

Check <u>Issue Date</u>	Pavee	Invoice <u>GL Account</u>	Description	Check <u>Amount</u>	
Meetings & Conferences					
				\$	-
Travel					
		141.5.05.2200.6260 141.5.05.2200.6260			
		141.5.05.2200.6260			
		141.5.05.2200.6260 141.5.05.2200.6260			
		141.5.05.2200.6260		\$	-
A 124 Tours and					
Audit Expense		141.5.05.2200.6401			
		141.5.05.2200.6401			
		141.5.05.2200.6401		\$	
				Ŧ	
Professional Services		141.5.05.2200.6405			
		141.5.05.2200.0405		\$	
T					
Insurance		141.5.05.2200.6410			
		141.5.05.2200.6410			
		141.5.05.2200.6410		\$	<u> </u>
				Ŷ	
Legal Expense & Publication	9/19/2023 BRICK GENTRY BOWER SWARTZ & LEVIS PC	141.5.05.2200.6414	Legal Expense	\$	2,115.00
	11/6/2023	141.5.05.2200.6414	Legal Expense	¢	120.00
	11/21/2023	141.5.05.2200.6414	Legal Expense		645.00
	12/19/2023	141.5.05.2200.6414 141.5.05.2200.6414	Legal Expense Legal Expense		1,275.00
		141.5.05.2200.6414	Legal Expense		
		141.5.05.2200.6414 141.5.05.2200.6414	Legal Expense Legal Expense		
		141.5.05.2200.6414	Legal Expense		
		141.5.05.2200.6414	Legal Expense	\$	4,155.00
				\$	4,155.00
Printing, Binding & Publishing	g				
				\$	
Tax Expense	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense		1,786.00
	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense		36.00
	9/5/2023 Mahaska County Treasurer 9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421 141.5.05.2200.6421	Property Tax Expense Property Tax Expense		1,532.00 1,476.00
	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense		624.00
	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense		406.00
	9/5/2023 Mahaska County Treasurer 9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421 141.5.05.2200.6421	Property Tax Expense Property Tax Expense		328.00 502.00
	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense		70.00
	9/5/2023 Mahaska County Treasurer 9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421 141.5.05.2200.6421	Property Tax Expense Property Tax Expense		234.00 10.00
	9/5/2023 Mahasha County Treasurer	141.5.05.2200.6421	Property Tax Expense		950.00
	9/5/2023 Mahaska County Treasurer 9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421 141.5.05.2200.6421	Property Tax Expense Property Tax Expense		674.00 760.00
	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense Property Tax Expense		210.00
	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense		972.00
	9/5/2023 Mahaska County Treasurer	141.5.05.2200.6421	Property Tax Expense	\$	1,746.00 12,316.00
Produced (191					
Engineering/Planning	9/5/2023 HDR Engineering Inc	241.5.05.7240.6750	Engineering		16,418.00
	9/19/2023 HDR Engineering Inc	241.5.05.7240.6750	Engineering		5,072.12
	11/6/2023 HDR Engineering Inc 12/5/2023 HDR Engineering Inc	241.5.05.7240.6750 241.5.05.7240.6750	Engineering Engineering		3,882.83 3,904.91
	1/2/2024 HDR Engineering Inc	241.5.05.7240.6750	Engineering		7,235.26
	2/6/2024 HDR Engineering Inc	241.5.05.7240.6750	Engineering		1,294.77
		241.5.05.7240.6750 241.5.05.7240.6750	Engineering Engineering		
		241.5.05.7240.6750	Engineering		
		241.5.05.7240.6750 241.5.05.7240.6750	Engineering Engineering		
		241.5.05.7240.6750	Engineering		
		241.5.05.7240.6750 241.5.05.7240.6750	Engineering Engineering		
		241.5.05.7240.6750 241.5.05.7240.6750	Engineering		
		241.5.05.7240.6750	Engineering		
		241.5.05.7240.6750 241.5.05.7240.6750	Engineering Engineering		
				\$	37,807.89
Total				\$	54,278.89